

STOCKTON UNIVERSITY



PROCEDURE

Overtime

Procedure Administrator: Associate VP for Human Resources
Authority: N.J.A.C. 4A:3-5.1; Bargaining Unit Contract
Effective Date: November 11, 1974; February 3, 1975; May 30, 2009; August 10, 2010; December 29, 2018
Index Cross-References: Policy VI-12.1: New Jersey State Compensation Plan
Procedure File Number: 6116
Approved By: Harvey Kesselman, President

This procedure describes the method of compensation for employees who work beyond their normal work week, as prescribed by N.J.A.C. 4A:3-5.1 and the applicable Bargaining Unit Agreements.

Regular Employees in the following groups are eligible for overtime compensation for work performed beyond their regular work hours and approved by management:

- Employees who work a fixed 35-hour workweek are eligible to receive either cash compensation at time and one-half (1-1/2) the hourly rate, **or** compensatory time at time and one-half (1-1/2) hours worked in excess of the regular 35 hours per workweek.
- Employees who work a fixed 40-hour workweek are eligible to receive either cash compensation at time and one-half (1-1/2) the hourly rate **or** compensatory time at time and one-half (1-1/2) the hours worked in excess of the regular 40 hours per workweek.
- Employees with a fixed work week shall be compensated for working on a legal holiday. Said employees who work on a legal or special holiday shall earn overtime at the rate of time and one half (1-1/2) for such work. This is in addition to the normal credit due to the employee for the holiday.

Compensation for employees with a fixed work week may be taken in compensatory time or cash payment at the discretion of management.

Overtime shall be scheduled and distributed by seniority on a rotational basis by occupational classifications within each functional work unit without discrimination provided it does not impair operations. To the extent that it is practical and reasonable to foresee, the employee shall be given as much advanced notice as possible relative to scheduling overtime work. Each employee is expected to be available for a reasonable amount of overtime, pursuant to the Overtime provisions outlined in the governing collective bargaining agreement(s).

An employee who is assigned non-scheduled overtime in excess of fifteen minutes will be guaranteed a minimum of one hour's work and will be assigned overtime in one-half hour increments. An employee who is called in for non-scheduled overtime shall be guaranteed a minimum of two hours of compensation. Classified staff with a designation of NE, non-limited, non-exempt are subject to the provisions of the Fair Labor Standard Act and will receive overtime at time and a half (1-1/2) for hours worked over 40 in a workweek.

Faculty, Unclassified Staff, and Classified Staff, covered by a Bargaining Unit Contract with an "NL" workweek designation, are not eligible for overtime payments. Temporary Employees are not eligible for overtime compensation under this procedure.

Review History:

	Date
Associate VP for Human Resources	12/04/2018
General Counsel	12/19/2018
Cabinet	12/19/2018
President	12/29/2018